

When a participant begins employment, their income is usually added to N-Focus using a pay schedule and budgeting for the first month possible, allowing for timely and adequate notice. In most situations, income is not added for the month employment began. Since we are required to enter hours of Employment First participation for all months of employment, we often have participation hours in N-Focus, but no income is showing in the eligibility determination of that month. This causes problems for us when compiling data for reports.

NEW PROCESS

At the time Earned Income is added to N-Focus:

On the Add Earned income Window, please enter:

1. Gross Amount of income expected for the first month of employment when income will NOT be added to the budget.

(An estimate of income is acceptable)

2. Month of Receipt for the Gross amount shown above

For more detailed instructions, review the attached document.



EEntry.doc

11/21/07